

SALT LAKE COMMUNITY COLLEGE
UDOT Basic Grammar and Introduction to Writing
Level III

SYLLABUS

Instructor: Alena Balmforth
Office: TB 416 F
Post Office Box 30808
Salt Lake City, Utah 84130-0808
Office: (801) 957-6223
Home: (801) 352-7110
Cell: (801) 573-7179
E-Mail Address: Alena.Balmforth@slcc.edu

Text: *The Least You Should Know About English: Writing Skills*, Eighth Edition
A folder to compile your work

EXPECTATIONS AND REQUIREMENTS

Objectives: This course is designed to help you develop your writing skills with an awareness of audience and purpose, and to gain a better understanding of the role writing plays in your lives and your careers.

Requirements:

This is a computer-assisted writing course. All major work must be completed on a word processor. I would prefer you send weekly assignments to me using the internet. My e-mail address is Alena.Balmforth@slcc.edu. If possible, you will have the opportunity to work with peers, use spell check and utilize computer revision to insure you can produce well-developed, final drafts with minimal errors.

All work must be submitted on or before the dates specified. Failure to do so without consulting your instructor may result in a grade reduction.

Should you fail to finish any work by class time, on the day it is due, **please attend class anyway**. The next assignment will be discussed on that day and if you are not there you will find yourself even further behind.

Keep all work completed during the course until your final grade has been posted. In order for me to discuss your grade, all assignments need to be available for review.

GRADING POLICY

Although the course is non-credit, it is required that students receive a "C" or better to pass the class. Your grade will be based on a point system. Points are assessed on the following schedule and tabulated at the end of the course to determine the letter grade.

150 Points for Weekly Writing Assignments

50 Points for Final Essay

200 Points Possible

A	200 - 180
B	179 - 160
C	159 - 140
D	139 - 120
E	119 and below

WRITING PORTFOLIOS

Mid-Term Portfolio

This portfolio is a compilation of regular exercises, assignments, and writing samples you will complete during the first half of the term. Writing assignments will develop from readings and activities in your textbook. These assignments are essential to your grade.

Due dates: Writing assignments will be evaluated as they are submitted via the internet and/or when portfolio is submitted
Portfolios are due December 20, 2007

Final Portfolio

This final portfolio will consist of regular exercises, assignments, and writing samples you complete during the last part of the term. You will finish with a well organized essay on a topic of your choice, supporting a position on an issue important to you.

Due dates: Writing assignments will be evaluated as they are submitted via the internet and/or when portfolio is submitted
Final portfolio is due April 15, 2008

SCHEDULE

Week 1

- November 6, 2007
- In class: Introduction to course and expectations of class.
Netiquette – what it means and why it is important
Writing a summary
 - Homework: Send an e-mail to your instructor telling her something about yourself most people do not know.
Find a letter to the editor in your newspaper.
Summarize it. Then, in a separate paragraph, respond to the article by agreeing or disagreeing with the writer.
Why do you agree or disagree? What could the writer say that would be more convincing?
Keep this assignment in your portfolio.

Week 2

- November 13, 2007
- In class: Paragraph writing
 - Homework: Choose a picture that is interesting to you. Use details to write a paragraph that lets the reader know what it in the picture. Use as many senses as you can to give sufficient details.
Keep this assignment in your portfolio

Week 3

- November 20, 2007
- In class: The Essay – what it is and how it is used
Awareness of audience and purpose
 - Homework: Brainstorm a list of words to focus on a topic you could develop into a paragraph or essay.
Cluster your ideas to show how they relate to each other.
Write two letters about the same topic to two different audiences.
Keep this assignment in your portfolio

Week 4

- November 27, 2007
- In class: Writing in your own voice and development of an essay through narration and description
 - Homework: Assignment 1, page 220 – Famous sayings
Keep this assignment in your portfolio

Week 5

- December 4, 2007
- In class: Additional ways to develop essays
 - Homework: Assignment 1, page 221 – A valuable object
Keep this assignment in your portfolio.

Week 6

December 11, 2007 -In class: Organizing Ideas – Thesis statements, topic sentences,
and body paragraphs that support with details
-Homework: Assignment 8, page 231.

Submit this assignment with your portfolio of other assignment by
December 20, 2007.

Have a great holiday.